



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 1, 2021 NOTICE OF JOB VACANCY #21-302

This is a repost of vacancy announcement #21-106; previous applicants need not reapply.

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Manager 1, Fiscal Resources

SALARY: \$90,556.76 to \$129,427.04

LOCATION: Division of Administration
Budget Operations
25 Market Street, 3rd Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Director and Deputy Director, Budget Operations Section, Division of Administration, Department of Law and Public Safety, manages the fiscal component of grants for the Department; monitors and reconciles grant expenditures and payments, maintains records of payments, coordinate with Grant Program Managers to ensure compliance with State and Federal guidelines, supervises fiscal grant related staff; performs other related duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses. *Unofficial Transcripts are required to be considered.*

EXPERIENCE: Five (5) years of experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity.

SUBSTITUTIONS:

A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, including a course-by-course evaluation, indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-302, a current resume and a copy of your final unofficial transcripts (required for all applicants to verify required 21 credits), on or before the closing date of September 15, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

